

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B98-89

Date: April 20, 1999
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: PREPARING FOR JTPA CLOSEOUT TRAINING

This is to announce the Capacity Building Unit, of the Job Training Partnership Division (JTPD) will provide a new training workshop on "Preparing for the Job Training Partnership Act (JTPA) Closeout". This one-day session is designed for Service Delivery Area (SDA) and county administrators' management staff. The workshop is designed to help the SDA start planning now for the future closeout of JTPA.

The one-day workshop will address the following issues: timelines, funding, financial, participant, property, records, and unresolved issues. It should be noted that this is not a "how-to-do" workshop, but rather a session on "how to plan for" the eventual closeout process of JTPA. The workshop will only be provided on the seven dates shown below:

- May 12 in Sacramento
- June 2 in Sunnyvale
- June 10 in Fresno
- June 15 in Riverside
- June 24 in City of Carson
- July 7 in Los Angeles (Los Angeles City SDA staff)
- July 8 in Los Angeles (Los Angeles County SDA staff)

There will be one session held from 8:30 a.m. to 4:15 p.m. at each of the above sites. The workshop will be filled on a first-come, first-served basis. **Only faxed registrations will be enrolled.** Each workshop will hold a maximum of 40 persons, with a limit of four persons per each SDA. The first 40 persons registered for each workshop will receive a confirmation letter detailing the specific location of the training site. In accordance with JTPA Directive D98-8, travel costs will not be reimbursed by JTPD.

If you have any questions, please contact Don MacMillan at (916) 654-8308, or e-mail dmacmill@edd.ca.gov.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

**PREPARING FOR THE JTPA CLOSEOUT
WORKSHOP REQUEST FORM**

This form should be completed and faxed to:

**Employment Development Department
Job Training Partnership Division
Attention: Don MacMillan
FAX: (916) 654-9657 or (916) 654-9586**

Please complete this form with the name(s) of those who plan to attend the workshop. The information will be used to confirm the selected date and workshop location.

Please Print Clearly

1.

Name: _____

SDA: _____

Your Phone: _____

Fax Number: _____

Date: _____

2.

Name: _____

SDA: _____

Your Phone: _____

Fax Number: _____

Date: _____

3.

Name: _____

SDA: _____

Your Phone: _____

Fax Number: _____

Date: _____

4.

Name: _____

SDA: _____

Your Phone: _____

Fax Number: _____

Date: _____